

Type Expenditures	Funds	Where Funds Reside
Advertising (radio, print, etc.)	OMA	HQCC, DCS-G2
Automation	OMA	BDE/W G-6 Approval
Bde Operating Supplies	OMA	BDE
Bn Operating Supplies	OMA	Spt Instl
Brigade Operations - SR/JR	OMA	BDE and HQCC-DCS-G4/8
Brigade ROO Sustainment Trng	OMA	HQCC, DCS-G2
Cadet FTX Transportation	OMA	Spt Instl
Cadet Home of Record Travel	MPA	BDE
Cadet LTC/LDAC Follow-On TDY	OMA	HQCC-DCS-G4/8 RGN TEAM
Cadet LTC/LDAC TDY	OMA	BDE
Cadet Meal Tickets/MREs	MPA	BDE
Cadet Medical TDY	OMA	BDE
Cadet Ranger Challenge Trans	OMA	Spt Instl
Cadet Stipends, Commutations	MPA	HQCC-DCS-G4/8, PAY OPS
Cadet TA 50	OMA	Spt Instl
Cadet Uniforms/Laundry/Alterations	MPA	Spt Instl
Cadre Bde Cdr Workshop TDY	OMA	BDE
Cadre Bde/Bn Recruiting TDY	OMA	HQCC-DCS-G4/8
Cadre Bn Inspection TDY	OMA	BDE
Cadre CCIMS Tng	OMA	BDE
Cadre Civ or Mil Tng TDY	OMA	BDE
Cadre Emergency Leave Travel	OMA	BDE
Cadre FTX TDY	OMA	BDE
Cadre Installation Visit	OMA	BDE
Cadre Local Travel	OMA	BDE
Cadre LTC/LDAC TDY	OMA	BDE
Cadre Meals	OMA	BDE
Cadre Medical/ACAP/Retirement TDY	OMA	BDE
Cadre PCC/JSOCC TDY	OMA	HQCC JROTC
Cadre Ranger Challenge	OMA	BDE
Cadre Rgn Cdr's Workshop TDY	OMA	Region HQs
Cadre/APMS HBCU TDY	OMA	HQCC DCS-G2
Cadre/Cadet Dining-In/Out	Fund Raiser	Schools
Cadre/Cadet George C. Marshall TDY	OMA	HQCC DCS-G2
Civilian Overtime	OMA	BDE
Civilian Recruitment/Awards	OMA	BDE
DAI/SAI/AI Installation Visit	OMA	BDE
Educator Travel (LDAC/LTC)	OMA	BDE
Giveaways for recruiting	OMA	HQCC-DCS-G4/8; Spt Instl
JR Accoutrements	MPA	Spt Instl
JR Cadet Travel	OMA	HQCC-DCS-G4/8 RGN TEAM
JR Instructor TDY	OMA	BDE
JR JCLC Meals	OMA	HQCC-DCS-G4/8 RGN TEAM
JR JCLC Operations Support	OMA/MPA	BDE
2LTs attending OBC (MTSA/MTSS)	OMA	HQCC-DCS-G4/8
Long Distance Phone Costs	OMA	HQCC-DCS-G4/8
OH&R Funds	NAF	Schools
Out-of-pocket, memberships, events	OMA	HQCC, DCS-G2
Parking and Gym Fee Reimbursement	OMA	HQCC-DCS-G4/8/BDE
Postage Funds	OMA	Spt Instl
Printed items to support recruiting	OMA	HQCC-DCS-G4/8; Spt Instl
Region HQs Operations	OMA	Region HQs
Region Workshop (DAI/SAI/AI) Tvl	OMA	Region HQs
SR Accoutrements	MPA	Spt Instl
Army Family Action Plan/Family Prgms	OMA	HQCC
Army Family Team Building	OMA	Region, HQCC
Relocation Assistance Program	FRAP	HQCC
Family Advocacy Program	FAP	HQCC
Contract Urinalysis	OMA	HQCC

FY 06 NARRATIVE GUIDANCE

This document is intended to cover recurring in nature command budget guidance that will serve to assist all activities with definitive guidelines as to the execution of command funds.

DCS-G1

1. Civilian Pay: Cadet Command will fund FY 06 TDA authorizations. Funds provided include the estimated 2 percent FY 06 civilian pay raise. Funds are fenced. Hire-lag dollars will be withdrawn and placed in the Commanding General's withhold account.

2. Request for Civilian Personnel Actions, SF 52s: All SF 52s for hiring actions must be submitted from Region Personnel and Administration to your HQCC Budget Region Team. Actions supporting military to civilian conversion should be submitted without delay. All conversions scheduled for FY06 should be submitted NLT **28 Feb 06**. Conversions scheduled for FY 06 should be submitted immediately upon notification of a soldier's departure. Cadet Command will be the final approving authority on all hiring actions, less temporary hires in support of LDAC or LTC.

3. Civilian Overtime Requests: All Brigade/Battalion civilian overtime requests will be submitted to HQCC Budget Team for funding approval prior to the applicable pay period being worked. Request can be submitted via fax or mail.

4. Civilian Awards: Funding has been provided, equal to 1.5 percent of the annual civilian pay program, for each Region HQ, Brigade, and HQCC Program Director. Your HQCC Budget Team can provide the amount budgeted for your activity. Quality Step Increases (QSIs) are an important tool to reward civilians, but should be used sparingly. Use of "on-the-spot" awards or time-off awards but should be considered prior to a QSI. Each QSI award will be decremented from the 1.5 percent civilian pay award allocation. QSI's are recurring funding requirements and will increase out-year costs. At a minimum, the Brigade Commander will approve all recommendations for a QSI. In addition to monetary awards, supervisors should consider other means to reward civilians, such as honoree and time-off awards.

DCS-G2

1. The focus of brigade Recruiting Operations Officer (ROO) sustainment training workshops is the continued development of ROOs who have attended the resident ROO course. Brigade ROOs will assess the training needs of each Battalion ROO, and will request SME support from HQCC or Region, as appropriate. ROO training workshops may also serve to provide updates on new initiatives as well as round-table for sharing of best practices. Funding for these workshops are centrally managed by DCS, G2 to be released only after complete coordination between the supported brigade, the respective region, and DCS, G2. At a minimum, brigades will provide estimates for travel, lodging, and other support, requested

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training dates, and an outline of the training to be provided and why. A thorough review of training needs must be conducted prior to requesting workshop funds. Send requests for funding, along with required information as listed here, through Region to DCS, G2. The DCS, G2 will coordinate with DCS, G4/8 for release of funds.

2. The FY 06 Brigade Nurse travel requirement focuses on each campus with a school of nursing, to assist in the nurse recruitment program, and coach cadre on the unique aspects of nurse recruitment. At a minimum, each school will be visited twice per school year, along with OIP visits to one-third of the schools per FY, and one Log visit per school. The Brigade Nurse will utilize GSA vehicles whenever possible, or commercial air if traveling extended distances. Visits will be scheduled to group them within geographic areas to reduce travel time. Approximately one-third of the school trips will require an overnight stay, averaging seven per month, with an average one-way travel of 275 miles. Enclosure 5 shows the minimum cost breakout by region and brigade to meet basic travel requirements. The nurse travel funds reside in the brigade account, and brigades need to ensure they set aside the amount of funds shown at Enclosure 6. Brigades should make additional funds available as needed for the Brigade Nurse to meet Commander's intent and Brigade Nurse mission objectives.

3. The medical examinations conducted for the Army will be completed at Armed Forces facilities, using military medical officers on Active or Reserve duty, or full-time/part-time civilian employee physicians, with the assistance of dentists, physician assistants, nurse practitioners, optometrists, audiologists, and podiatrists. Commanders at all levels will ensure that area support agreements (IAW AR 5-9) are in place to meet their needs and requirements. On a case-by-case basis, HQ, USACC will permit "special needs" physicals to be conducted locally if a military facility is not within a 200-mile radius of the college/university. An exception to policy memorandum will be submitted through the DCS, G2, and approved before actual execution of the physical at any facility other than a military facility. All physicals conducted by a non-military facility, without prior approval by HQ, US Cadet Command, will be done at the individual's expense.

4. Scholarship Funding: The following guidance applies to the management of scholarship funds:

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a. Execute to the budget. Commanders will ensure scholarship dollars are available before offers are made. School Year (SY) 05/06 budgets were provided to each brigade along with a suggested distribution plan. Brigade Commanders have flexibility to adjust the distribution plan as they desire. However, they must not exceed the budget provided. Brigade budgets include funds to pay for mandatory tuition fees and books for all scholarships that are not centrally funded. HQCC centrally funds the following scholarship programs -- Nurse, GRFD (ARNG and USAR), Dedicated ARNG, Green-to-Gold, and the first year of the ROCK scholarship.

b. Manage by mission set. This scholarship program is managed by mission set. This enables the Brigade Commander to influence the recruiting to ensure mission accomplishment in each of the mission sets. Brigade Commanders can apply appropriate resources to ensure each mission set is "shaped" to meet our commissioning goals for scholarship cadets. Use scholarship resources to establish and maintain the proper glide path to meet the Army's needs. For most schools this will require them to focus increasingly on the on-campus market and move away from committing scarce resources in the 4-year market, which has a historically low return on investment. Primary emphasis should be placed on the near-term mission sets.

c. Monitor offers closely. PMSs must control the scholarship offer window closely. If an applicant does not accept a scholarship offer within a reasonable timeframe; i.e., three weeks, the offer should be immediately withdrawn. Ensure CCIMS is updated to reflect declinations or withdrawals as they occur. Delays only serve to tie up your limited scholarship resources. Brigade ROOs must maintain close coordination with the Battalions to ensure offer status is reviewed periodically. Offers that are over six months past should be withdrawn, except in exceptional circumstances.

d. Restrict scholarship benefit exceptions. Absent exceptional circumstances, retroactive benefit requests will not be approved, and then only if the brigade has the scholarship funds to support. Additionally, where possible, PMSs must limit the number of requests for summer benefits or extension of benefits. Ensure PMSs use CC Form 104-R correctly to place scholarship cadets in the proper mission set; this will reduce migration and the need for

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extensions. The necessity for such extensions is understood, but commanders must examine each case on its own merit.

e. Keep the database current. Tracking and forecasting execution of the scholarship budget is a complicated task and depends entirely upon data over which the field has complete control. The PMS must update both the Scholarship Processing and Student Management CCIMS modules within five days when the status of applicants or enrolled cadets changes. Information from CCIMS is the only tool we have to assess the command's budget status. All scholarship applicants must be placed into the scholarship application module.

f. Each Battalion Commander must ensure that scholarship tuition and fee payments are processed promptly after the cutoff date of each term. Cutoff dates are on the 45th day of classes for the fall term each academic year, and after the last add day of classes for winter and spring terms. Prior to the cutoff of each term, Battalions should work with the Bursar/Comptroller's Office to obtain invoices for each contracted cadet at the Host and Non-Host universities/colleges. The cutoff date applies to the actual dates of each Host and Non-Host school that is in the CCIMS Directory Module. The Obligated Tuition & Fee Report is processed in CCIMS, Scholarship Tracking, and is a critical task to be processed within 7 workdays after the established cut-offs to allow the command to properly manage the Scholarship Program. CCIMS Scholarship Tracking allows for initial validated payments, additional payments, and adjustments for each term. Approved summer school terms can be processed after the last day of spring of the cadet's academic school term if the school is not a special school status co-op; if co-op, the term is handled the same as winter/spring sessions.

g. Mission Set Guidance:

(1) MS06. This mission set is complete as far as recruiting. The command is currently projecting a mission shortfall. The focus for this mission set is retention. Every effort must be made to retain individuals and keep them on track to commission within the mission set. Commanders must limit migration, and take a hard look at any waiver or extension of benefit request that could lead to further obligation of MS06 funds. Funds for this mission set have been disbursed to brigades.

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If surplus funds in this mission set are required, contact HQCC Incentives Division for assistance.

(2) MS07. Projections for this mission set are below the glide path for success. Brigades should focus on this mission for recruiting progression cadets, Simultaneous Membership Program cadets, and contracting LTC graduates. Retention is a key to success. Once we have found the quality prospect and contract them we must take positive and proactive steps to retain them.

(3) MS08. The focus of this mission set recruiting shifts to on-campus prospects. Awareness campaigns must generate traffic in the Battalion area to allow cadre to talk to prospects. Viable campaigns must be initiated early for LTC and for progression or lateral entry two-year contracting. Scholarship resources have been provided. If additional funding becomes available a special LTC scholarship pool will be developed. However, the resources are available to provide incentives for progression and lateral entry prospects.

(4) MS09. Emphasis must be on contracting 4-yr scholarship cadets and building a base for progression cadets. The use of 3-year scholarships has declined significantly over the last few years. Notifying a prospect early that they have a 3-year scholarship to begin the next year can be a means to increase enrollment significantly.

h. Green-to-Gold. This market has been severely restricted over the last two years. The outlook for SY 05/06 is improved as significant resources have been placed into this market. The new Green-to-Gold Active Duty option program will help in increasing new contracts from this market in the future. This program is centrally funded.

i. GRFD. This is a fast growing market with increased funding. Legislative and policy changes will enable the command to take advantage of the funding. Currently both the ARNG and USAR accounts are projected to have a surplus as we enter SY 05/06. The Dedicated ARNG scholarships now have a 3-year component

j. Nurse. Nurse scholarships are now centrally funded. From 1 September 2005 thru 30 April 2006, applicants must be fully qualified before funding is provided. From 1 May 2006 through 30 August 2006, conditional offers will be made.

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5. Brigade ROO/Nurse Counselor Training: Dollars are provided to DCS, G2 (Recruiting and Retention Operations) to fund travel for one brigade ROO and Nurse Counselor, per brigade, to attend an annual training workshop at Ft Monroe. The training workshop will be conducted in the first week of Aug 06. Additionally, DCS-G2 will fund attendance for one Incentives Division SME to attend Brigade ROO Sustainment Training workshops at the rate of one per FY, per brigade, upon request.

DCS-G3

1. FTXs, Latrines, and Staff Rides: Funding is provided to execute two field-training exercises per school year. FTX funding is provided on the template that equates to a total of 96hrs per school year. Funding is provided for latrines for two FTXs. Funding is provided for one Staff Ride, to be no more than one day in duration. Staff Ride funding covers TDY for cadre and transportation for cadets. Staff Ride meal funding for cadets, is supported by MPA funds.

2. All meal funds are managed at the Brigade level for SROTC battalions. All meals are charged to MPA funds, therefore, the Headquarters Cadet Command GPC card will be used for the purchase of meals. Region, Brigades and Battalions will not use their GPC cards for the purchase of meals.

3. Swimming Tests/CWST: Swimming tests/CWST must be administered in accordance with CCR 145-3. Funding is available only for those schools that do not receive free support from their university to conduct the testing. Funding is also available for swim lessons for cadets who cannot meet the CCR 145-3 Swim/CWST commissioning requirements, and do not have a course available through the university. Battalions submit funding requests, prior to registering for any courses, through the Brigade to HQCC, DCS, G3 for funding with centrally managed funds. Swimming tests/CWST are funded in FY 06.

4. Cadre Training:

a. Combat Life Saver (CLS): Each battalion will have a cadre member certified as a Combat Life Saver. Re-certification will be conducted at the beginning and end of the Leader's Training Course and Leader Development and Assessment Course. Funding is available for cadre TDY, MTT, certification/re-certification, and replenishment of Class VIII supplies, as required (ensure that CLS

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bags are documented on the property book for accountability per AR 710-2). Battalions submit funding requests through Brigade to HQCC, DCS G3. CLS is funded in FY 06.

b. Cadre Training: DCS, G3 will assist Regions in ATRRS slotting for cadre attendance at MOS producing schools within TRADOC. Funding is centrally managed by DCS, G3.

5. School of Cadet Command (SOCC): SOCC runs six command-directed courses; Pre-Command Course (PCC), Recruiting Operations Officer Course (ROO), Human Resource Assistant Course (HRA), Logistics/Supply Course (LOG), Faculty Development Course (FDC), and Brigade Leaders Training Program (BLTP). To insure timely and accurate orders processing Battalions must submit travel authorizations in DTS at least 20 days prior to training event for TDY. The DCS, G3 funds these training events.

DCS-G4/8

1. Battalion support and training budgets have been recalculated based on the Feb 05 enrollment numbers by school. For FY 05 the battalion support template was funded at 70 percent of Feb 05 enrollment. Cadet Command will recalculate SROTC BN template funding in Dec 05 using the Nov 05 published enrollment. Example: If Feb 05 enrollment is 100 and Nov 05 enrollment is 80, we will fund 100 percent of 80 enrollments when we adjust your budgets in Dec 05. This recalculation is designed to compensate for substantial (+/-10 percent limit) enrollment changes between Feb 05 and Nov 05. This funding is built through the use of templates. Template cost factors are based upon data received from various sources including CCIMS, battalion staff input, defense agencies, surveys, and sampling techniques. The development of cost factors inside the templates take into consideration a range of costs, which include both high and low cost ranges. All templates were staffed with Regions, Brigades, and Battalions for input and comments. Templates also allow Cadet Command to articulate future funding requirements to DA. Template models used for FY 06 are at Enclosure 3 for SROTC and shows the applicable portions that are funded for FY 06. MPA execution will be closely monitored and a decision made in Mar 06 if funds need to be withdrawn and returned to HQDA. FY 06 SROTC templates includes:

a. OMA template funding for: Base Rate, FTX, Ranger Challenge, Staff Ride, and Logistical Support, Supplies, Postage, Copier Maintenance, TA-50, Accoutrements, and Latrines.

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b. MPA template funding for: Base Rate, FTX, Staff Rides, Uniforms, Cadet Meals, and Laundry/Alterations.

2. GSA Vehicles: All units must plan to live within existing resources. Critical requirements will be reviewed. Cadet Command does not anticipate approving additional GSA vehicle authorizations unless there has been a substantial change in mission. HQCC must approve all GSA vehicle upgrades (change of vehicle type), accessory equipment, and vehicle modifications, or the unit will fund them. Guidance pertaining to GSA vehicles is as follows:

a. The number/type of vehicles on hand will not exceed the TDA authorizations.

b. Vehicle accident, incident, and vandalism charges will be investigated and appropriate action taken IAW AR 735-5 and CCR 700-1. Also, non-routine bill-back charges; e.g., premium fuel purchases, unauthorized maintenance, unauthorized credit card purchases, vehicle abuse charges, storm damage, animal strikes, glass damage, etc., will be investigated and appropriate action taken. Inappropriate charges will be charged to Brigade/Battalion funds.

c. All requests for initial/additional vehicles and vehicle upgrades (change of vehicle type) will be forwarded to Cadet Command (DCS, G4/8) for approval and funding. Any vehicles assigned/upgraded without obtaining prior HQCC approval/funding will be terminated and returned to the supporting GSA Fleet Management Center (FMC). The lease cost, while the unauthorized vehicle was assigned, will be charged against Brigade/Battalion funds.

d. All requests for GSA vehicle short-term vehicle use (less than 60 days) will be forwarded to Cadet Command (DCS, G4/8) for funding approval. The cost of the vehicle will be taken from the activity's budget if approval is not obtained prior to getting the vehicle.

e. All requests for vehicle modifications or special accessory equipment (factory installed & after market equipment upgrades) (IAW 41CFR 101-39.304) will be forwarded to Cadet Command (DCS, G4/8) for approval and funding prior to asking the supporting GSA FMC Field Service Representative (FSR) for authorization and installation instructions. The cost of the modification/equipment

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will be taken from the activity's budget if approval is not obtained prior to the work being done.

f. Vehicle body damage must be repaired prior to turn-in (termination). Otherwise, GSA charges Cadet Command a 10 percent handling charge (\$25.00 minimum/\$100.00 maximum per vehicle). This will be charged against the activity's budget if the repair is not done prior to turn-in.

g. Commercial washing is authorized IAW the supporting GSA Fleet Management Center (FMC) policy (normally not more than two car washes per-month/\$20 per-month per-vehicle). Additional car washes/super car washes/vehicle detailing (professionally waxed/carpet/seat shampooed) are not authorized without HQCC (DCS, G4/8) approval. Cost of unauthorized vehicle cleaning will be taken from the activity's budget.

h. Using premium fuel or full service pumps (with the exception of vehicle specifications that require premium fuel, or service stations that do not have self-service pumps) is not authorized. Vehicle premium fuel charges are accumulated and billed back to Cadet Command as an unauthorized credit card purchase. Unauthorized fuel purchases will be charged against the activity's budget.

i. Other items that increase Cadet Command GSA vehicle costs:

(1) Battalions exceeding Cadet Command's GSA vehicle mileage allocation (1300 miles per-month/per-vehicle) must receive approval from the Brigade Fleet Manager (BFM). If the brigade fleet low-use vehicles do not offset the high-use vehicles, there will be a shortfall in Cadet Command's budget.

(2) Unrecovered stolen vehicles are not billed back as long as Cadet Command has proven they have taken stringent measures to properly secure the vehicle, keys, and credit card. However, if a second vehicle is stolen from the same location, Cadet Command is billed for the cost of the unrecovered vehicle. Recovered stolen vehicles that incurred damage are treated as vandalism and all costs to recover the vehicle, plus damage repairs, are billed to Cadet Command.

(3) Providing that the agency took all necessary steps to protect and safeguard vehicles against acts of nature such as hail,

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flood, and wind, damages are not billed back to Cadet Command. Damage from an animal collision exceeding \$100 is billed back to Cadet Command. All vandalism and parking lot damage exceeding \$100 is billed back to Cadet Command.

(4) Minor maintenance items (e.g., headlight, windshield wiper blades) under \$100 are authorized purchases. Tire replacement, battery replacement, and glass damage under \$100 requires GSA Maintenance Control Center (MMC) approval (if MCC approval is not obtained, Cadet Command will be billed back. Maintenance repairs over \$100 without MCC approval/purchase order number are billed back to Cadet Command.

(5) Glass Damage: All side and back glass replacements exceeding \$100 (except when caused by Acts of Nature) will be charged to Cadet Command. Damage resulting from accidents, abuse, or negligence, exceeding \$100 will be billed on a case-by-case basis. Damage resulting from vandalism exceeding \$100 will be charged back. All windshield replacements after the first replacement under assignment will be reviewed and may be charged to Cadet Command. Windshield repairs (bulls-eye/spider web) are not charged back. If minor repairs are not done and the windshield damage spreads, the cost of replacement is charged to Cadet Command.

(6) Special Vehicle Markings: No special markings are permitted on painted surfaces of passenger vehicles. Exceptions for any markings or decals used to publicize, market, and enhance the ROTC Cadet recruiting efforts such as Cadet Command School ROTC logos (placed on doors, bumpers, or windows, vehicle body shrink-wrap markings, etc.), require written approval from Cadet Command (ATTC-DCS-G4/8) and the Director, GSA Fleet Management Division (FBF), Washington, DC 20406. Requests will include a statement that the agency will furnish markings or decals and will pay all costs for applying and removing them (including the cost of restoring the vehicle to its original condition when the vehicle is terminated). Schools will use their Government Purchase Card (GPC) (using their own budget) to pay for special vehicle markings.

(7) Totaled Vehicles: GSA bills-back the value of a totaled out vehicle, plus towing and other services, than subtracts what GSA received for the vehicle after it was sold at auction.

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j. Downsizing vehicles decreases our annual lease cost, fuel consumption, and increases the miles per gallon. Get with your FMC FSR to determine what vehicle assignments are going to meet the Replacement Criteria for the FY and order the smallest replacement vehicle that will support the mission. For example:

(1) Ordering a subcompact sedan in lieu of a compact sedan can save approximately \$400 per-vehicle per-year, and increases the number of miles per gallon.

(2) Exchanging a pickup truck, crew cab, under 12,500 GVWR, 4-wheel drive for a front-wheel drive minivan, can save from \$1,500 per-vehicle per-year, depending on size and increases the number of miles per gallon.

(3) An All Wheel Drive Chevy Astro minivan carryall is an excellent substitute for any large pickup truck not used in off-road conditions. It provides comparable cargo space, as well as passenger space capability, and saves approximately \$900 per-vehicle per-year and increases the number of miles per gallon.

(4) Contractor Vehicle Use: COMTek employees are accountable for any vehicle damages, third party injuries, and any other related liability if they are found at fault. The Government does not provide relief in such incidents. It is the contractor's responsibility to obtain and provide vehicle liability insurance for its employees that operate a government furnished vehicle. All contractor vehicle accidents/incidents will be reported to the GSA Accident Management Center (AMC). The AMC will bill Cadet Commands account for all vehicle accident, incident, vandalism, vehicle abuse, etc. damage repairs. The contractor is responsible to reimburse Cadet Command's vehicle operations account for all the vehicle miscellaneous bill-back charges billed to Cadet Command.

3. Government Purchase Card (GPC): The following information is provided:

a. Government Purchase Card (GPC) procurements for senior units in the field, such as meals, latrines, etc., (procurement actions below \$2,500) are to be completed by the HQCC DCS, G4/8 Management & Logistics Division, Acquisitions Team. All requests will be approved by the Brigade first and then sent to the Acquisition Team, via Email 30 days prior to the event for processing. Please ensure that a reservation has been made with

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the vendor for the required services prior to submitting the paperwork. Specific information on using the GPC for postal needs is covered below. A sample GPC request is at Enclosure 3.

b. The following procedure/guidance only applies to the new JROTC Brigade GPC cards. These cards have been restricted to only purchase meals, transportation, lodging and latrines under \$2,500.00 for the JROTC cadets. All senior units will continue to adhere to the procedure/guidance outlined in paragraph 4a above. Prior to each purchase, the Brigade must ensure that funding is secured through their support installation. Brigades will also be responsible for tracking these expenditures. Junior units must ensure that when coordinating for meals, the facility can accommodate their size group, and the facility will accept a credit card number over the phone. The only individual authorized to make the purchase is the actual cardholder. If the cardholder will not be attending the event, then the unit must ensure that the cardholder calls the facility ahead of time to make payment arrangements. Once the charge appears on the cardholders CARE statement, the cardholder must ensure that the proper line of accounting has been loaded into their CARE account for reallocation purposes. When the proper line of accounting is loaded, the cardholder will reallocate accordingly.

c. Purchase Requests over \$2,500: Procurement requests over \$2,500 must be approved by the Brigade first and then sent to HQ Cadet Command, via Email (ATCC-DCS-G4/8/Acquisition Team) for review/validation prior to forwarding to the Northern Region Contracting Center. All vendors doing business with Department of Defense (DOD) must be registered in the Central Contracting Registration (CCR) database. Failure of a vendor to acquire a Commercial and Government Entity (CAGE) code will result in requirements not being processed for contractual services in support of government needs. Also, all requests must be submitted per procurement administration lead-time. The lead-time required for purchases over \$2,500 is 45 days prior to the event. Requests submitted later may not be processed in time to support training needs. Statements of Work, Sole Source Justification (if required), Cost Estimates, vendor quotes etc., should be e-mailed to the Acquisitions Team for inclusion in the electronic procurement package (AQUILINE).

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	Required Lead Time
Purchases Under \$2,500.00	30 Days
Purchases Over \$2,500.00	45 Days

4. Travel Orders: Travel costs are a large slice of our mission dollars and a necessary element in accomplishing our mission. It is incumbent upon all members of this command to reduce travel costs where possible. Information pertaining to order preparation for the battalions can be found on the web at:

www.rightsite.usaac.army.mil, under CC SOPS-Processes-Forms, Budget/Pay. The use of the Defense Travel System (DTS) is mandatory for the Region HQs, Brigade Commanders and staff, all SR and JR staff levels, and HQCC staff levels for all active duty and civilian personnel. DTS cannot be used for non-government individuals, retired personnel, or cadets. Effective 1 Oct 2005, we will no longer accept a manual DD 1610 for processing for all active duty and civilian personnel. It is imperative that at the time of in-processing of all new individuals that they establish a profile on DTS for use.

NOTE: Most travel is based upon planned events. It is our objective to receive travel requests **NLT 20 days prior** to the designated proceed date. All commanders and senior staff members are encouraged to eliminate confirmatory or "after-the-fact" requests for orders. Traveling without a valid travel order should be avoided. Use of "VOCO" orders should also be avoided and be the exception instead of a rule.

5. Brigade Travel Budget: Cadet Command will meet PBD 753 reduction goals of 20 percent in supplies and 10 percent in travel. Cadet Command developed a template for the Brigade SR travel budgets for FY 06. The template reflects costs intended to support all major budget travel events. The template will be modified based upon availability of funds. Brigades will live within their FY 06 funding. It is crucial that each Brigade develop a travel plan for the entire FY, with consideration of the limited funds provided. At a minimum, it is our intent to fund each Brigade to hold two ROO sustainment training workshops, one PMS workshop, one Ranger Challenge meeting, two Brigade Commander visits per school, and attend one Regional JROTC Conference, IAW AR 145-2, and per Region Commander's guidance. FY 06 travel funding should provide sufficient dollars to the SR program for these minimal events if costs are kept to a minimum.

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DCS-G6

1. Bulk and First Class Postage: Funds are centrally provided to the Support Installation by SROTC BN as designated in the OMA template. Battalions receive their allocated funds at the beginning of the FY. There are no formal plans to issue additional funds during the course of the FY after the November adjustment. Battalions must coordinate with the Support Installation for fund allocation to the University or USPS for metered mail. All battalions should check their universities' charges for mail services. Some charge 25-50 percent to provide mail service. If this is the case, consider dropping off mail at the local post office or mailbox to maximize your OMA funds. The GPC card may be used to purchase stamps and other services on the USPS web site <<<http://www.usps.com/>>>. USPS will not take the GPC card for metered mail at this time. All battalions using permits with USPS must be on the Centralized Automated Payment System (CAPS). Local marketing funds may be used, if necessary, to augment postal budgets and accomplish targeted recruiting direct marketing activities if the postage is included in a larger contract for list management, letter shopping, and mailing all in one price. That is, battalions may now purchase direct mail services through LAPS that include postage, in addition to normal letter shopping processes. However, all battalions are cautioned about using large portions of the marketing budget for postage. Direct mail conducted in support of recruiting activities must be targeted, i.e., no mailings to "all returning sophomores" or "all incoming freshmen." Local marketing funds should only be used for postal costs required to fund recruiting direct mail activities.

a. Recruiting: Postage in support of recruiting should decrease since we've implemented a targeted recruiting strategy focused on the local campus. Postage in support of recruiting; i.e., direct marketing, is paid from regular OMA budgets and not from marketing funds with the exception noted above. Battalions must balance recruiting postage requirements with all other postage requirements, and note the appropriate recruiting postage allocation in the Recruiting and Enrollment Action Plan (REAP). Follow direct mail guidelines outlined in CC Reg 145-4 and CC Reg 145-17 to closely target the recipient audience, and **DO NOT** blanket mail an entire incoming freshman class or any national list. Broader awareness on campus should be done by providing printed items (flyers) to the university admission staffs for mailings at their cost. Using targeted, local recruiting guidance, schools should have few, if any, bulk mailings, since those types of mail

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outs require 200 pieces to meet the standard for bulk mail. Whenever possible, units should consider email as their direct marketing media, both to reduce costs, and communicate most effectively and efficiently with on-campus students.

b. Retention and Administration: Overnight/Express services should be a rare exception, not a regular way of doing business. Email should be used as much as possible to communicate with the chain of command. Contracted cadets should all have AKO email addresses. Use this resource to further reduce your mail costs.

2. Recruiting Operations Officer (ROO) Cell Phones: Dollars are provided to support installations for ROO cell phone service at battalion level. Battalions should coordinate service with their respective support installation DOIM. If the DOIM cell phone provider covers the area needed by the ROO and the cost is competitive, the Battalion should receive the service through the DOIM. If either condition (good coverage and price) is not met by the DOIM, the Battalion may acquire the cell phone within the local market, using the GPC card to pay the monthly service charge. Before taking this action, ensure the Support Installation has not placed a block on the GPC card that disallows this action. Brigade ROO cell phone service will be built into Brigade funding by the HQCC Budget Teams.

3. Automation. Automation purchases must be approved by ISA. Normally, automation equipment (PCs, laptops, and printers) are purchased in quantity, by ISA, to reduce the cost per item. Automation repair and small replacement parts (keyboard, mouse, etc.) may be purchased without approval from ISA. If repair of a major end item costs 50 percent or more of the purchase price, the item should be replaced. Replacement of an item that is uneconomical to repair does not require ISA approval. When purchasing computers, JROTC units must follow CTA authorizations, and the Region Commander must approve the purchase. It is mandatory that JROTC units comply with reporting procedures on the status of their automation equipment to ensure adequate life-cycle replacements.

4. Phone Costs. Phone costs are no longer paid by the supporting installations. Local telephone service (dial-tone and instrument) should be part of the university allocated services. If this is not the case, that bill should be forwarded to the HQs RM Region representative while negotiating those costs back into the

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University funded services. Long distance is provided to the BNS via MCI FTS cards. This bill is paid by HQs CC. All special circuits, i.e., FTS lines, 800#s, etc., previously provided by the supporting installation should be discontinued.

JROTC:

1. Responsibilities:

a. HQ, USACC, DCS, Army JROTC is the functional proponent for the JROTC Program and will make the final decision on the distribution of funds. Major funding areas include: curriculum, training contracts, JSOC travel, instructor pay, automation and classroom equipment.

b. HQ, USACC, DCS, G4/8 Budget is responsible for the distribution of the JROTC funding to -- the region teams at HQ, DCS, G4/8 to support the brigades at the Eastern and Western Regions; the region headquarters; and to the unit support installations.

c. HQ, DCS, G4/8 Eastern and Western Budget Teams are responsible for the operational funds for all brigades. Funding areas include: brigade operational funds and JCLC funds.

d. HQ, USACC Regions are responsible for their operational funds. Funding areas include: region operational funds and Annual Instructor Training Sessions.

e. Unit support installations are responsible for execution of the unit operational funds. Funding areas include: supplies, authorized equipment, uniforms, accoutrements, uniform alterations and laundry. Unit funding is determined by the cadet enrollment as reported on the previous year's Opening Enrollment Report. Single units have control of their funds, while units that fall under a Director of Army Instruction (DAI) will have their funds managed by the DAI. Only HQs Cadet Command and Brigade Commanders have the authority to cross-level JROTC funding assets between units at the same support installation.

2. The following chart gives FY05 and FY06 unit funded levels:

OMA	FY05 Funded	FY 06 Requirement	FY06 Funding
Copier Maintenance	\$600	\$600	75%
Reproduction	\$.07 x # cadets x 150	\$.07 x # cadets x 150	75%
Office Supplies	\$10.00 per cadet	\$10.00 per cadet	75%
Internet Service	\$288	\$288	75%
OCIE Allow ance	\$42.21 x 10% participate cadet	\$42.21 x 10% participate cadet	75%
Travel - Instructors	2 cadre x \$39 per diem x 3 days x 2 times year	2 cadre x \$39 per diem x 3 days x 2 times year	0%
Billeting - Instructors	2 cadre x \$60 room x 2 nights x 2 times year	2 cadre x \$60 room x 2 nights x 2 times year	0%
Cadet Transportation	\$160 per day x 3 days x 2 trips	\$160 per day x 3 days x 2 trips	0%
Cadet Billeting	11 rooms x \$75 x 2 nights x 2 trips	11 rooms x \$75 x 2 nights x 2 trips	0%
MPA	FY05	FY06	
Laundry/Alterations	\$8.63 Laundry	\$8.63 Laundry	78%
	\$8.00 Alterations	\$8.00 Alterations	78%
	\$16.63 Total + 20% Block Schedule Schools	\$16.63 Total + 20% Block Schedule Schools	78%
Cadet Meals	22 meals x \$21 x 2 days x 2 trips	22 meals x \$21 x 2 days x 2 trips	0%
Transportation	\$160 per day x 3 days x 2 trips	Moved to OMA	0%
Accoutrements	\$6 x # cadets	\$6 x # cadets	78%
Billeting	11 rooms x \$75 room x 2 nights x 2 trips	Moved to OMA	0%
Uniform Allow ance	\$73.89	\$73.89	78%
BDU	\$78.81 x 10% cadet enrollment +	\$78.81 x 10% cadet enrollment +	
	\$50.74 x 10% of cadet enrollment x 20%	\$50.74 x 10% cadet enrollment x 20%	78%

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3. The following activities are considered authorized/reimbursable travel for JROTC instructors and administrators. Brigade must approve all requests. All requests should be provided via mail or FAX to HQ USACC a minimum of 20 days prior to the planned function. Documents will be processed provided funding is available to support the requirement.

a. Completing all required training associated with instructor certification and recertification at the JROTC School of Cadet Command (JSOCC).

b. Attending an annual region or brigade instructor and administrator professional development training. Annual Instructor Training Sessions will be held in accordance with CC Reg 145-2, Chapter 8-4, Training and Professional Development. Current budget guidance is that one-third of the instructors are authorized to attend one Annual Training Session a year.

c. Attending an annual Government Purchase Card (GPC) credit card training class at the assigned support installation.

d. Conducting annual Junior ROTC Cadet Leadership Challenges (JCLC) IAW CC Reg 145-2, Chapter 9, Junior ROTC Cadet Leadership Challenge. This may include attending an installation coordination meeting prior to JCLC.

e. Visiting the support installation a maximum of two times per year to receive or turn-in property, reconcile property books (hand receipts), etc.

f. Funding the regional winners, instructors, and chaperones to attend the national marksmanship and air rifle competitions.

g. Other travel as directed by the CG, Cadet Command.

4. The following are authorized expenditures in support of JROTC; however, due to funding constraints, they may not be fully funded by the Army:

a. DAI travel to subordinate schools.

b. Judges for competitions.

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c. JCLCs other than those prescribed in CC Reg 145-2. Schools/districts should provide funding support at least equivalent to what is provided to other departments.

d. Instructor travel in support of Unit Report requirements when cadets are participating.

5. Cadet transportation, billeting (OMA), and meals (MPA).

a. Brigades will approve/disapprove unit/DAI requests for transportation, billeting, and meals once they have determined that the unit/DAI has or will be able to meet all their required purchases for the SY (i.e., uniforms, accoutrements, laundry, office supplies, etc.). Brigades have been issued a GPC for approved unit purchases and will use this GPC if the requirement is under \$2,500.00 decrementing the unit's installation funding.

b. For requirements that exceed \$2,500.00 the brigade will approve/disapprove the request forwarding the requirements to Cadet Command G 4/8 who will pull the funding from the unit's support installation and process the request.

c. The brigade will maintain a spreadsheet on all actions they approve and process. The spreadsheet will allow this command to have visibility and accountability of funds being spent on cadet training other than JCLC.

6. Printing and reproduction. The funding template provides funding for copying and copy machine maintenance. Units should enlist the aid of their schools to ensure that adequate curriculum is reproduced for each cadet. It was never the intent to have the handouts provided in the Instructor Manual reproduced page-by-page, but on an as-needed basis. Reproduction is a shared school and Army responsibility.

7. Postage. Postage requirements at the unit level should be minimal. The instructor who is authorized to use the GPC may use the card sparingly to purchase postage at a U.S. Post Office. Units that do not have a credit card should request stamp funds in writing through Brigade to USACC, Resource Management Budget Team leader. As with any other support that may be required by the JROTC unit, instructors should first seek assistance from the school/district. Units that use government funds to purchase

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postage must complete the automated monthly postage report via JCIMS.

8. Curriculum purchases. Units are authorized to use the GPC to purchase authorized curriculum items with appropriated funds for the units. Adequate funds must be available to purchase items against this credit card and established procedures must be followed. A list of approved items is posted on the web portal at: www.usarmyjrotc.com - then Curriculum, then Supplemental Materials, then Use of GPC Card.

9. Unit Government Purchase Cards (GPC). The following is a list of authorized and unauthorized uses of the GPC. The list is not all inclusive; if there are areas in question that an individual feels does not fall within these general descriptions, they are to contact their next higher headquarters for clarification:

Authorized - JROTC units are authorized to use the GPC card for the following:

- Purchasing supplies in support of classroom or training requirements through EMALL;
- Curriculum related items;
- Uniform and accouterments through WARFIGHTER;
- Laundry/Cleaning/Alteration per guidance.

Not Authorized - The GPC card cannot be used for the following:

- Transportation (vehicle lease; vehicle rentals; airline; rail; etc.);
- Meals or food items for special activities to include restaurants;
- Lodging;
- Equipment not authorized per TDA or CTA, personal clothing or footwear;
- Adventure or "Fun" activities (white-water, Six Flags/Busch Gardens, Putt-putt, etc.);
- Furniture (except the few items on the CTA);
- Structure modifications to classroom environment;
- Weapons (live or demilitarized) and ammunition;
- Admission fees (National Park, State Park, Historic Landmarks, Museums, etc.);
- Automation items (unless approved by brigade);
- Live animals;
- Entertainment (movies, shows, concerts, etc.);

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Promotional items (gifts, recognition items, etc);
Bottled water;
Telecommunications (major telephone) systems;
Telephone calls;
Printing services;
Portable toilets

10. Point of contact is Ms. Carol Hetler, DSN 680-4306, (757) 788-4306 or e-mail at carol.hetler@usacc.army.mil.

Strategic Initiatives Group

1. USACC was directed by TRADOC to conduct analysis to determine and provide recommendations to reengineer the recruiting process from first contact to accession to get more productivity. This means that USACC Regions, Brigades, and Battalions will provide recommendations to the HQCC level intended to reengineer the SROTC recruiting process from first contact to commissioning, and JROTC operations for the purpose of achieving more efficiency and productivity. This process improvement methodology is called Lean Six Sigma.

2. This program requires extensive training, dedicated cadre, a system for gathering data and establishing metrics, time to conduct the analysis, and a process to control the changes and organizational culture necessary to sustain the changes and prevent backsliding. Brigades and Battalions should contact the HQCC Strategic Initiatives Group for training and to recommend projects.

Coordinated Instructions

1. Support Installation Visits: IAW with designated SROTC/JROTC templates, dollars are provided for two support installation visits per school year. Template is based upon distance to the support installation.

2. Parking Services/Fees Reimbursement: Cadre assigned to SROTC units are required to submit requests for payment of parking expenses to HQ, USACC (ATCC-PA-M/Mrs. Gwendolyn Walther) on the USACC Parking Services Fee Form via email from the PMS. For this purpose, cadre will be defined as full time Active Duty, Active Duty Guard and Reserve personnel, Department of the Army civilians, and Gold Bar Recruiters (contractors and university employees are

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excluded). Eligible cadre must be assigned to USACC and be listed on the TDA. Parking fees will be paid at the least expensive rate for faculty parking. USACC will pay for one parking permit per cadre, based on duty location. Following review, DCS, G1 will forward requests to DCS, G4/8 for procurement of parking services. Under no circumstances will parking fees be paid using the school GPC card.

a. Part-time cadre, cadre who pay parking expenses pending passes and cadre who prefer to seek reimbursement for parking expenses must adhere to the Per Diem Travel and Transportation Allowance Committee Policy, dated Jun 02, which requires a \$25.00 co-payment per month (this should be the exception and not the rule). Instructions on submission of parking expenses are located on the USACC web page:

http://www.rotc.usacc.army.mil/WellBeing/parking_fee.htm.

b. USACC will pay parking fees at the least expensive rate available for faculty parking. Exceptions to this policy must be submitted through the Brigade Commander to the Region Commander for consideration. Only exceptions approved by the Region Commander should be forwarded to Cadet Command. Region Commander may delegate approval to Brigade Commander.

3. Gymnasium Fee Reimbursements: Funding of gymnasium fees for ROTC Cadre to use university facilities will be allowed in FY 06 for those schools that do not allow cadre to use the gymnasium without cost. Personnel authorized payment of gymnasium fees includes full time active duty military, Active Duty Guard and Reserve personnel. DA civilians, contractors, and university employees are excluded. The command is not endeavoring to purchase gymnasium passes for cadre who have free access to a gymnasium. Cadre members are encouraged to resolve any gymnasium fee problems with the university. As an exception, when university gymnasium facilities are not available, payment can be made to a local facility (i.e., YMCA). Payment of gymnasium fees for future FYs will be determined annually, based upon affordability. Submit requests for payment of gymnasium fees on the USACC Gymnasium Services Fee Form, via email from the PMS. Under no circumstances will gym fees be paid using the school GPC card. Funding for gymnasium fees should enhance conducting PT with cadets and not compete with this requirement.



GSA Tips
2 x car wash ea month
no premium fuel
no full service use
no detailing
1300 mi x veh ea month
offset;
x-level mileage
no tickets

FY06 Funds Formulas

SROTC
Cadet Command Funds
as of Oct 05

Fund Type	
OMA	NAF
- Travel	- Unit
MPA	- OH&R
- Uniforms	Marketing
- Meals	Internal
University	Cadet
Open Allotment	

CC \$ Priorities
•Health & Safety
•COPG
•Training
•Automation
•Buy forward
•Furniture
•Other

CADET

Laundry/Alt MPA
Contracted cadet: $\$23.10 + \$15.40 = \$38.50 \times \# \text{ cadets}$
Non-contracted cadet: $\$18.90 + \$12.60 + \$31.50 \times \# \text{ cadets}$

Ranger Challenge OMA
Trans – flat fee \$582
Meals MPA
Event: 22 enrolled cadets x $\$22.38 \times 2 \text{ days}$
In FY06, up $\$1.38 \text{ for meals}$
Travel: 22 enrolled cadets x $\$7.46 \times 2 \text{ days}$
In FY06, up $\$0.46 \text{ for meals}$

Staff Ride OMA
 $\$12 \times 1 \text{ day} \times \# \text{ MS3/4}$
Meals MPA
 $\text{MS3/4} \times \$7.46 \times 1$
In FY06, up $\$0.46$

FTX OMA
 $\$12 \times 3 \text{ day} > 1 \text{ per year} \times$
 $\$12 \times 2 \text{ day} > 50\% \text{ MS1/2}$
100% MS3/4
MPA
Meals
Event:
50% MS1/2 +
100% MS3/4 x $\$22.38 \times 4 \text{ days}$
In FY06, up $\$1.38$
Travel:
50% MS1/2 +
100% MS3/4 x $\$7.46 \times 2 \text{ days}$
In FY06, up $\$0.46$ OMA
Plus
 $50\% \text{ MS1/2} + > \div 10$
100% MS3/4
= # latrines x $\$69 \times 2 \text{ FTXs}$

Office Mgmt (Supplies) OMA
Contracted cadet: $\$70.40 \times \# \text{ cadets}$
Non-contracted cadet: $\$57.60 \times \# \text{ cadets}$

Uniforms OMA/MPA
Contracted cadet:
 $\$219.91 \times \# \text{ of cadets (MPA)}$
In FY06, $\$11.78 \text{ up for uniforms}$
OCIE (TA50) $\$44.00 \times \# \text{ Cdts (OMA)}$
Accoutrements (ribbons) $\$6.60 \text{ (MPA)}$
Non-contracted cadet:
 $\$182.41 \times \# \text{ cadets (MPA)}$
In FY06, up $\$12.12 \text{ for uniforms}$
OCIE (TA50) $\$36.00 \times \# \text{ cadets (OMA)}$
Accoutrements (ribbons) $\$5.40 \times \# \text{ cadets (MPA)}$

Postage OMA
Contracted cadet: $\$16.50 \times \# \text{ cadets} + \text{cadre}$
Non-contracted cadet: $\$15.50 \times \# \text{ cadets}$

BRIGADE

Bde Funds OMA
Nurse - Bde
Travel – Bde
Travel withhold
Supplies - usage
Civilian Awards
Bde withhold – OMA
Bde withhold – MPA

Spt Insl Visits – 2 Trips per year OMA
1 day, veh – 200 mi & partial per diem $\$39$
2 day, veh 201-350 w/ per diem $\$39 \& \65
billeting
2 day, air, > 350, 1.07 x miles to spt instl with
 $\$39 \text{ per diem, } \$65 \text{ billeting \& } \55 rental car
FY06, >350 miles up .165

Office Mgmt OMA
 $\$2,500 \text{ flat fee} - \text{copier maint}$

CADRE

Base OMA
 $\$75 \times \# \text{ of cadre}$

FTX OMA
 $\$39 \times 3 \text{ day} +$
 $\$39 \times 2 \text{ day} \times \# \text{ of cadre}$

Staff Ride OMA
 $\$39 \times 1 \text{ cadre per } 15 \text{ MS4}$



= Installation
 = Cadet Command

IMPAC Purchase Request Format
(Can be sent electronically)

Date

ATCC (Your Office Symbol)

Team, Resource Management, U.S. Army Cadet Command, Bldg 243, Fort
Monroe VA 23651

SUBJECT: Request for IMPAC Purchase

Vendor's Name
Vendor Phone Number
Vendor Mailing Address
City, State Zip Code

1. Request an IMPAC purchase be made with Vendor Name in the amount of \$XXXX.XX. (NOT TO EXCEED \$2,500.00)
 2. The purpose for this request is (fill in reason). The date of the service/supply is (you complete).
 3. The accounting classification is:
-

(To be completed by DCS-G4/8-Budget, HQCC)

4. POC for this action is your name, your commercial phone number, and your activity. (Bn or High School, Bde, and Region)

Authorizing Official's Name

Authorizing Official's Title

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14 May 2002

INFORMATION PAPER

Subject: Submitting Purchase Requests (DA Form 3953) to HQ Cadet Command

1. **Purpose.** To provide guidance on the proper procedures when submitting Purchase Requests to HQ Cadet Command. Listed are some of the more common problems, and how to avoid them.

2. **Facts.**

a. Procurement requests over \$2,500 must be sent through Brigade HQ to HQ Cadet Command Acquisition Team for review/validation prior to forwarding to the Northern Region Contracting Center at Ft. Eustis, VA.

b. All vendors doing business with DoD must be registered in the Central Contractor Registration (CCR) database and be in an active status. This applies to all procurements over \$2,500. Registration will provide the vendor with a Commercial and Government Entity (CAGE) code that is required if they conduct business with the government. Failure to acquire a CAGE code will result in requirements not being processed for contractual services in support of government needs. Registration may be accomplished at the CCR website: <http://www.ccr.gov>.

c. Any procurement over \$2,500 requires competition. Competition requirements are based on law. The contracting personnel are bound by those laws, and are extremely limited in waiving the competition requirements. For instance, the Competition in Contracting Act states that lack of advance planning or concerns that the funds will not be available in the future are NOT considered adequate justification to waive competition. **Generally, the contracting personnel ask that you list three potential vendors for your procurement, to include address and telephone number.**

d. If you feel there is only one possible vendor who can fulfill your procurement needs, you must submit a sole source justification. For procurements between \$2,500 and \$100,000 there is a form you must fill out (Simplified Acquisition Procedures (SAP) Justification for Other Than Full and Open Competition; attached).

(1) Keep in mind that convenience is not a sole source justification. For instance, JROTC bus transportation services over \$2,500 must be competed. You cannot list the local school system as a sole source just because it's easier for you to use their buses.

(2) Also, a contract for rooms on a military installation must be competed against the local hotel market unless there is a compelling reason why the individuals must stay on post. If that reason truly exists you must submit a Sole Source Justification with your procurement request, and explain the reason in detail. Do not confuse a contract for billeting requirements with TDY regulations that require you to stay on post.

e. Procurement Administrative Lead Time (PALT) begins when the procurement package arrives at NRCC. Because of the competition requirements it is

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imperative that you plan enough lead-time. For instance, **a request for services between \$25,001 and \$100,000 will require 120 days of lead-time for DPC to prepare the contract.** Listed below are the PALT Goals for supplies and services over \$2,500.

PALT GOALS

Type of <u>Acquisition</u>	<u>\$2501-</u> <u>~25,000</u>	<u>\$25,001</u> <u>\$100,000</u>	<u>Over</u> <u>~100,000</u>
Supplies	30 days	70 days	90 days
Services	90 days	120 days	180 days

NOTE: You must add at least two weeks to these goals to factor in mailing time to HQ Cadet Command, legal review when required, processing by Resource Management, and finally transmittal to Ft. Eustis.

f. Splitting requirements to remain under a certain dollar threshold is not allowed. A prime example is transportation for cadets going to camps or training. If a bus is required to get them to a certain location it is obviously needed to get them back. The round trip would be considered one contract, not two separate actions. You cannot split them to remain under the IMPAC threshold of \$2,500. A contract must be done for the entire trip.

g. You, as the customer, must provide as much information as possible to get the supplies or services that you need. Specify only what is actually needed. Any restrictive feature listed to limit competition must be eliminated from your item description.

(1) For supplies, provide specifications that list the essential physical and functional characteristics of the item needed. Do not simply list a brand name. Any request for a specific make or model must be supported with an attached justification as to why that manufacturer's product is the only one you can use.

(2) For services, a Statement of Work (SOW) is generally required. Describe what is to be done, how much, when, and to what standard of acceptance. Do you need a bus? How big must it be and how far must it travel round trip? Will the driver remain at the training site or drop off and return? What are the inclusive dates? How many passengers will there be?

h. Finally, here are a few Do's and Don'ts of Contracting:

(1) **The Do's:**

(a) Present complete facts up-front.

(b) Most requirements are known months in advance. Coordinate with the HQ Cadet Command Acquisition Team early.

(c) Provide all documentation.

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(2) The Don'ts:

- (a) Talking with potential contractors about ongoing or upcoming acquisitions.
- (b) Contacting contractors to negotiate prices or delivery.
- (c) Providing information on government price estimates to contractors.
- (d) Telling contractors about their competitor's bids or proposals.
- (e) Making statements that may be construed as a commitment by the government.
- (f) Permitting or instructing a contractor to change a contract.
- (g) Modifying the scope of effort prescribed in an existing contract.
- (h) Splitting requirements to avoid procurement thresholds.
- (i) Signing letters of intent to purchase.
- (j) Requesting/accepting a loaned piece of equipment, free sample, extra work, or free demonstration.
- (k) Defining statement of work and specifications to fit the product or capability of a single contractor.
- (l) Defining "pre-qualification" standards or specifications to exclude otherwise qualified contractors or their products.
- (m) Violating standards of ethical conduct. DOD 5500.7-R Joint Ethics Reg (JER).

Debbie Ainslie/ATCC-DCS-G4/8/DSN 680-4627
Approved by Michael Rolla, Mgmt & Log Div

SIMPLIFIED ACQUISITION PROCEDURES (SAP)
JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLY AVAILABLE. THIS DETERMINATION MUST BE SUPPORTED WITH FULL JUSTIFICATION FOR SOLE SOURCE FROM THE CUSTOMER. WHEN THE CUSTOMER DESCRIBES AN ITEM WITH A PURCHASE DESCRIPTION, WHICH LIMITS THE AVAILABILITY TO ONE SOURCE, THE JUSTIFICATION MUST EXPLAIN WHY THE ITEM IS THE ONLY ONE THAT WILL MEET THE GOVERNMENT'S REQUIREMENT. STATEMENTS SUCH AS "ONLY KNOWN SOURCE" OR "ONLY SOURCE WHICH CAN MEET THE REQUIRED DELIVERY DATE" ARE INADEQUATE TO SUPPORT A SOLE SOURCE PURCHASE. THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

1. PURCHASE REQUEST OR REQUISITION NUMBER	2. PROJECT/TASK NUMBER	3. ESTIMATED AMOUNT (OVER \$2,500 BUT NOT EXCEEDING \$100,000)
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2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE WHICH CAN PROVIDE THE SUPPLIES OR SERVICES

5. EXPLAIN WHY AN ADEQUATE PURCHASE DESCRIPTION OR OTHER INFORMATION SUITABLE TO SOLICIT BY FULL AND OPEN COMPETITION HAS NOT BEEN DEVELOPED OR ARE NOT AVAILABLE.

6. PROVIDE A STATEMENT OF ACTIONS, IF ANY, THE GOVERNMENT MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS TO COMPETITION BEFORE FUTURE ACQUISITIONS ARE REQUIRED. IF THIS IS A FOLLOW-ON ACTION TO A PREVIOUSLY COMPETED ACTION, SO STATE.

7A. SIGNATURE AND TITLE OF CUSTOMER

7B. TELEPHONE NUMBER

7C. DATE

8A. SIGNATURE OF CONTRACTING OFFICER

8B. TELEPHONE NUMBER

8C. DATE

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NURSE TRAVEL

REQUIREMENT

Eastern Region			Western Region		
HQs	= \$	15,000	HQs	= \$	12,500

Brigades (2 Trips per School)

1st	= \$	6,500	8th	= \$	5,500
2nd	= \$	6,000	9th	= \$	5,500
3rd	= \$	5,500	10th	= \$	6,500
4th	= \$	4,500	11th	= \$	7,000
5th	= \$	5,000	12th	= \$	6,500
6th	= \$	5,500	13th	= \$	7,500
7th	= \$	4,500	14th	= \$	7,500
Bde Total:	\$	37,500	Bde Total:	\$	46,000
Rgn Total:	\$	52,500	Rgn Total:	\$	58,500

TOTAL COMMAND REQUIREMENTS: \$107,800 \$111,000